

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

December 13, 2007

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TITLE:	Program Officer
POSITION NO:	00926
LOCATION:	Quality Assurance Division, Helena
STATUS:	Full-Time/Permanent
UNION:	MPEA
PAY GRADE:	Pay Plan 20, Pay Band 6
STARTING SALARY:	\$34,651 - \$43,314 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Friday, December 28, 2007.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: A resume is due at time of application. Occasional in- or out-of-state travel may be required, as well as moving presentation materials and equipment up and down stairs and loading/unloading vehicles with this equipment.

TYPICAL DUTIES: This position is responsible for providing technical and research support for division administration on specific health care issues; for the design and utilization of appropriate survey tools to assess the status of Montana healthcare services and facilities; the design, use, and maintenance of healthcare databases; and providing advice and technical assistance to department management as well as other state and local leadership on program processes. Specific duties include implementing daily operations of the state's Certificate of Need process pursuant to state/federal requirements; compiling annual healthcare facility survey data; regulating health carriers and managed care entities in the administration of network adequacy, quality assurance, and independent peer reviews; providing staff assistance to flex grant contractors in the administration of the Rural Hospital Flexibility Program; utilizing database systems to generate data for identifying and tracking program information; and other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of state rules, regulations, and laws as applicable to the Certificate of Need (CON), State Health Care Facility Plan (SHCFP), Network Adequacy, Quality Assurance, and Peer Review, and Rural Hospital Flexibility Grant programs; state procurement and contracting processes; principles of organization development and improvement through collaborative methods, principles, and practices; and state government operations, rules, policies, and legislative process.

Skills: Skill in group facilitation/training and explaining rules and regulations; researching topics, gathering information, and reporting findings; effective oral and written communication; and in the use of personal computers and management information systems including but not limited to Word, Access, Excel, and Outlook.

Abilities: Ability to interpret complex state and federal regulations and policies, and translate into action for preventive or remedial agency action; generate mathematical calculations to update SHCFP projections of need and guidance in determining need for healthcare facilities and services covered by CON law; plan, organize, and direct program requirements for programs; use consensus-building, collaborative methods for developing and implementing policies and procedures, and administrative rules; make logical, systematic (may be difficult or unpopular) decisions considering the impact on others; and establish and maintain effective, collaborative working relationships with a variety of constituencies such as various advisory councils, representatives of public and private agencies, and the general public.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in social/behavioral sciences (social work, psychology, sociology, family and consumer sciences), healthcare administration, nursing, business and public administration, or education **AND** three years of job-related work experience to include experience in using Word, Access, Excel, Outlook, and internet research. Progressively responsible experience in healthcare or social services, or program management may substitute for the formal education on a two-years-for-one-year basis. Other equivalent combinations of education and experience will be considered.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);

2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school are required **at time of interview or prior to job offer**. (**Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). and
4. Resume required at time of application.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.